

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING \*\* ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input type="checkbox"/> <b>Prequalified Services</b> – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input checked="" type="checkbox"/> <b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
--	---

☐ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☒ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL/BID DUE DATE 2/27/09	TIME DUE 1:00 PM
--	----------------------------------	---------------------

**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Munawar Azam  
Michigan Department of Transportation  
1051 E. Kilgore Road  
Kalamazoo, MI 49001

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
SPECIALTY SERVICES  
Storm Sewer Video Inspection and Cleaning**

**CONTROL SECTIONS:** 11021, 11053, 11101, 14061, 14121, 80031, 80032, 80033  
& 80041

**JOB NUMBER:** 104013

**PROJECT LOCATION:** I-196 BL from I-196 to I-196 and M-43 from I-196 to I-196 BL in City of South Haven and South Haven Township, M-140 in the City of Covert, Van Buren County. I-94 BL in the City of St. Joseph and US-12 and M-60 from US-31 to Barron Lake Road, Berrien County.

See Attachment A for control section beginning and ending mile points.

**PROJECT DESCRIPTION:** Perform light cleaning and video recording of storm sewer pipes and culverts along the designated routes.

**ANTICIPATED SERVICE START DATE:** April 15, 2009

**ANTICIPATE SERVICE COMPLETION DATE:** September 26, 2009

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**  
N/A

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**  
N/A

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Munawar Azam  
Southwest Region Office  
1501 E. Kilgore Road  
Kalamazoo, MI 49001  
269-337-3920 Office  
269-337-3916 Fax  
[azamm@michigan.gov](mailto:azamm@michigan.gov)

*Any questions regarding this Scope of Service should be directed to the MDOT Project Manager in writing or by email.*

**CONSULTANT RESPONSIBILITIES:**

Provide color video records of storm sewer pipes, 60 inches in diameter, or less, except driveway culverts, along the designated routes. Video inspection shall progress downstream in the enclosed system to the outfall. This may carry the inspection some distance from the designated roadway.

The video product is to be provided on CD's or DVD's compatible with Windows Media Player.

At the start of each pipe inspection, the video product shall display a table of culvert data overlaid on an image of the pipe inspection at zero feet. The table of data shall include:

1. Route
2. Location
3. Pipe Station Location
4. Origination and Destination Structure for Storm Sewers
5. Survey Direction
6. Flow Direction
7. Pipe Material & Size
9. Date

The video product shall include audio narrative that provides orientation at the start of each pipe survey and description of the features encountered in the pipe. The audio is to be recorded on-site simultaneous to the features being recorded for the pipe report.

The video product is to display a continuous running count of the distance the camera is located from the entrance of the pipe.

The video product shall provide a tab for each pipe and sub-tab for each feature entered into the report. The tabs and sub-tabs will allow the video image to skip forward to the selected item. An example of acceptable use tabs and sub-tabs is available in Attachment B. Features to be entered as sub-tabs include:

1. Survey Start
2. Survey End
3. Standing Water
4. Repair Patches
5. Separated Joints
6. Deposits
7. Infiltration Deposits
8. Longitudinal Cracks
9. Pipe Fractures
10. Voids
11. Blind Taps
12. Roots
13. Material/Size Change

14. Alignment Changes
15. Etc.

Each feature shall have location identified by the number of feet traversed in the pipe when encountered.

The video product shall pan all pipe joints. If the product does not pan each joint, the product will be rejected at the discretion of the MDOT Project Manager.

Provide a one to two page report for each pipe. The Vendor will be required to submit a hard copy of the report, neatly bound in a binder and an electronic version in PDF format.

The report shall include a table with the following data:

1. Route
2. Setup Number
3. Location Description
4. Direction of Survey
5. Direction of Flow
6. Pipe Material
7. Pipe Size
8. Total Length of Pipe
9. Location of Station
10. Date and Time of Inspection
11. Inspector
12. Weather

The report shall include a table that lists features encountered. This table must match the tabs and sub-tabs provided in the video product and include a length count and applicable remarks.

The report shall include a pipe condition rating. There are no MDOT ratings guidelines. Pipe condition ratings are assigned according to the judgment and experience of the inspector.

The report shall include a visual representation (line diagram) of the pipe with the survey start, survey end, remarks posted for each feature encountered, survey direction, and pipe flow labeled.

A plan view showing the location of pipes survey is required. The layout view shall be orderly and professional in appearance. MDOT ROW maps or an approved equal are to be used for a base. The maps are to depict the location of the pipes surveyed and their corresponding report designations. A stationing alignment must be provided on the plan view. Station locations of the pipes described in the report must match station locations shown in the plan view. For identification purposes in the report, the Vendor shall assign structure and culvert designations. Examples of structure or culvert designations include: CB17, MH10, or C3.

Pipe cleaning is not to take place prior to the initial video inspection. The Vendor shall attempt to inspect all the pipes in a first pass. For those pipes the vendor cannot complete due to

obstructions, the inspection reports shall be completed through the locations at which they were abandoned. The Vendor shall provide thorough explanation of difficulties encountered (plugs, flooding, etc.) The Vendor is to be reimbursed for the feet of pipe video recorded. The video product and report will be assembled after the first pass through the project and submitted to MDOT for review. MDOT Project Manager will direct which pipes are to be cleaned and video recorded. The Vendor will be paid for the complete length of pipe inspected in the second pass.

The Vendor is responsible for finding own water source for pipe cleaning.

The Vendor is responsible for collecting the residue from pipe cleaning and disposing of it. MDOT is not providing a disposal site for the cleaning residue.

The Vendor is responsible for updating the electronic report and submitting a final deliverable and providing hard copies of inspection reports to update the inspection binders after the second pass is completed.

Video recordings shall be performed during minimal storm water flow periods to ensure maximum picture quality at a maximum rate of 30 feet per minutes (9.14 meters). The recording and lighting equipment shall be specifically designed for storm water sewer inspections and recoding.

MDOT will not be held liable for the loss or damage to any of the Vendor's equipment or materials.

In the event hazardous materials are present; testing and disposal fees will be negotiated separate to this agreement.

Once submitted, all videos and reports become property of MDOT.

#### **TRAFFIC CONTROL AND MDOT PERMITS:**

The Vendor is responsible for maintaining traffic during all operations. The Vendor's method of maintaining traffic shall have prior approval of Coloma TSC Traffic and Safety Engineer, and be in accordance with the MMUTCD and MDOT Maintaining Traffic Details.

The Vendor will be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT right-of-way. This information is available through the Coloma TSC Permit Agent.

Gary Loyola  
Traffic and Safety Engineer  
Coloma TSC  
3880 Red Arrow Highway  
Benton Harbor, MI 49022  
(269) 849-2346  
[loyolag@michigan.gov](mailto:loyolag@michigan.gov)

Brett Arrans  
Permits Agent  
Coloma TSC  
3880 Red Arrow Highway  
Benton Harbor, MI 49022  
(269) 849-1494  
[arransb@michigan.gov](mailto:arransb@michigan.gov)

## **MDOT RESPONSIBILITIES:**

Furnish prints or electronic files of old plans showing culverts, if available and a copy of the Control Section Log of the area, if available.

## **SCORING CRITERIA (125 POINTS):**

### **Understanding of Service – 30 Points**

Describe your understanding of the service to be provided. This information is to be based on the scope of services.

### **Qualifications of Team – 40 Points**

Describe the structure of the project team including the roles of all key personnel and sub vendors. For each sub vendor, describe role in service and include what percent of the named role that the sub vendor is expected to provide. Provide resumes for each of the key staff of the prime and sub vendors stated above.

### **Past Performance – 20 Points**

Take into consideration performance evaluations done by MDOT and any references offered by vendor.

### **Price – 30 Points**

Completed bid sheet required. Points will be assigned as follows: Lowest bid – 30 points; second lowest – 25 points; third lowest – 20 points; fourth lowest – 15 points; fifth lowest – 10 points; sixth lowest – 5 points; all others – 0 points.

### **Location – 5 Points**

Indicate the percentage of work that will be performed in Michigan as well as the distance from the consultant office to the on-site inspection.

## **CONSULTANT PAYMENT – Unit Price:**

Compensation for this project shall be on a **unit price** basis. This basis of payment typically includes a maximum quantity of units and a maximum reimbursable cost per unit.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

**ATTACHMENT A**  
**JN 104013**

**Control Section beginning and ending mile points**

<b><u>CS</u></b>	<b><u>Route</u></b>	<b><u>CS BMP</u></b>	<b><u>CS EMP</u></b>	<b><u>Length (miles)</u></b>
11021	US-12	20.557	21.205	0.648
11053	I-94BL/M-63	0.000	0.595	0.595
11101	US-12	2.610	3.880	3.880
14061	M-60	1.555	2.803	1.248
14121	M-60	0.000	3.383	3.383
80031	I-196BL	8.647	9.670	1.023
80031	M-140	2.989	3.987	0.998
80032	I-196BL	0.000	1.467	1.467
80033	I-196BL	0.000	1.079	1.079
80041	I-196BL	0.000	1.065	1.065

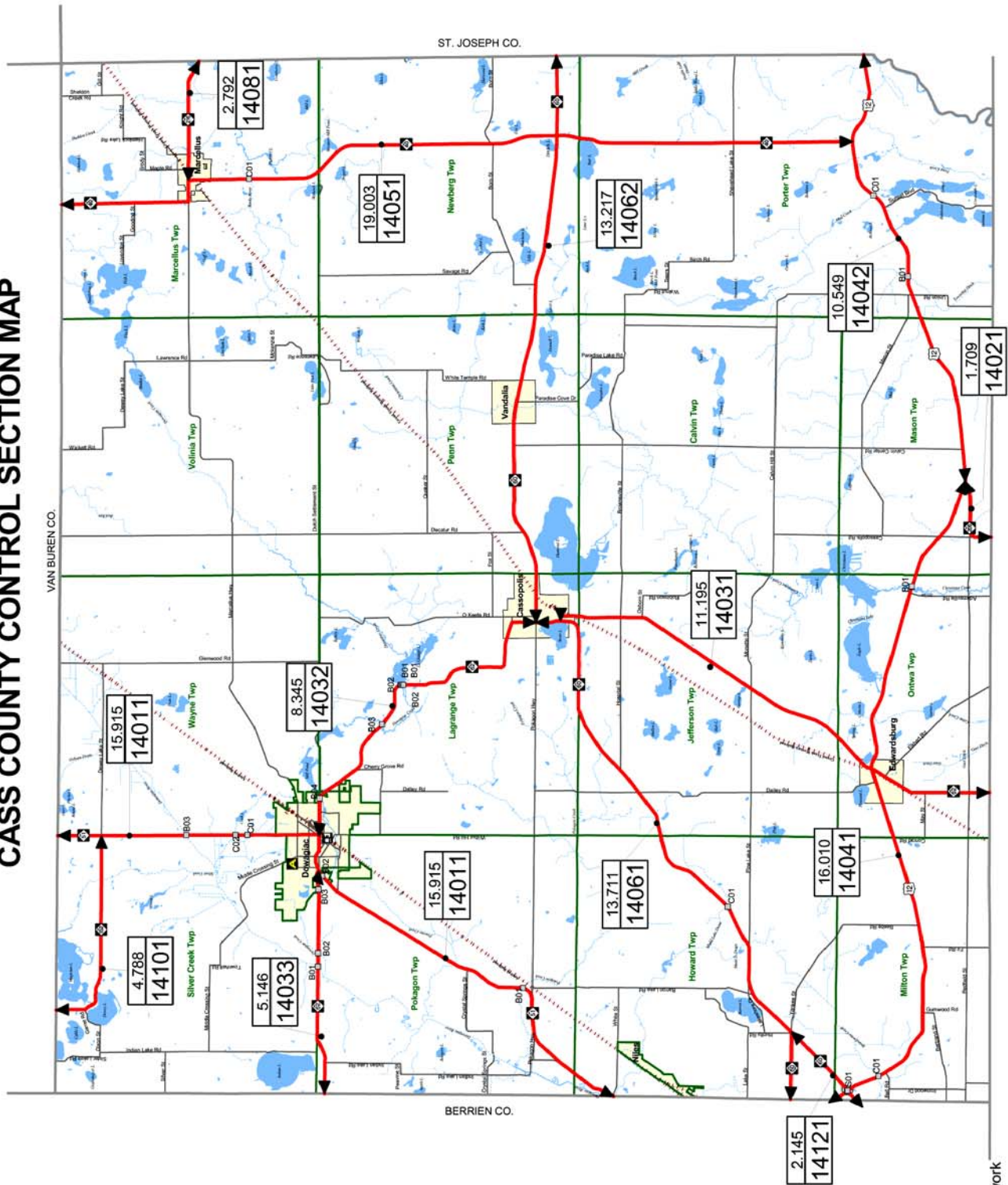
**SEE ATTACHED CONTROL SECTION MAPS ON FOLLOWING PAGES FOR  
DESIGNATED ROUTES**

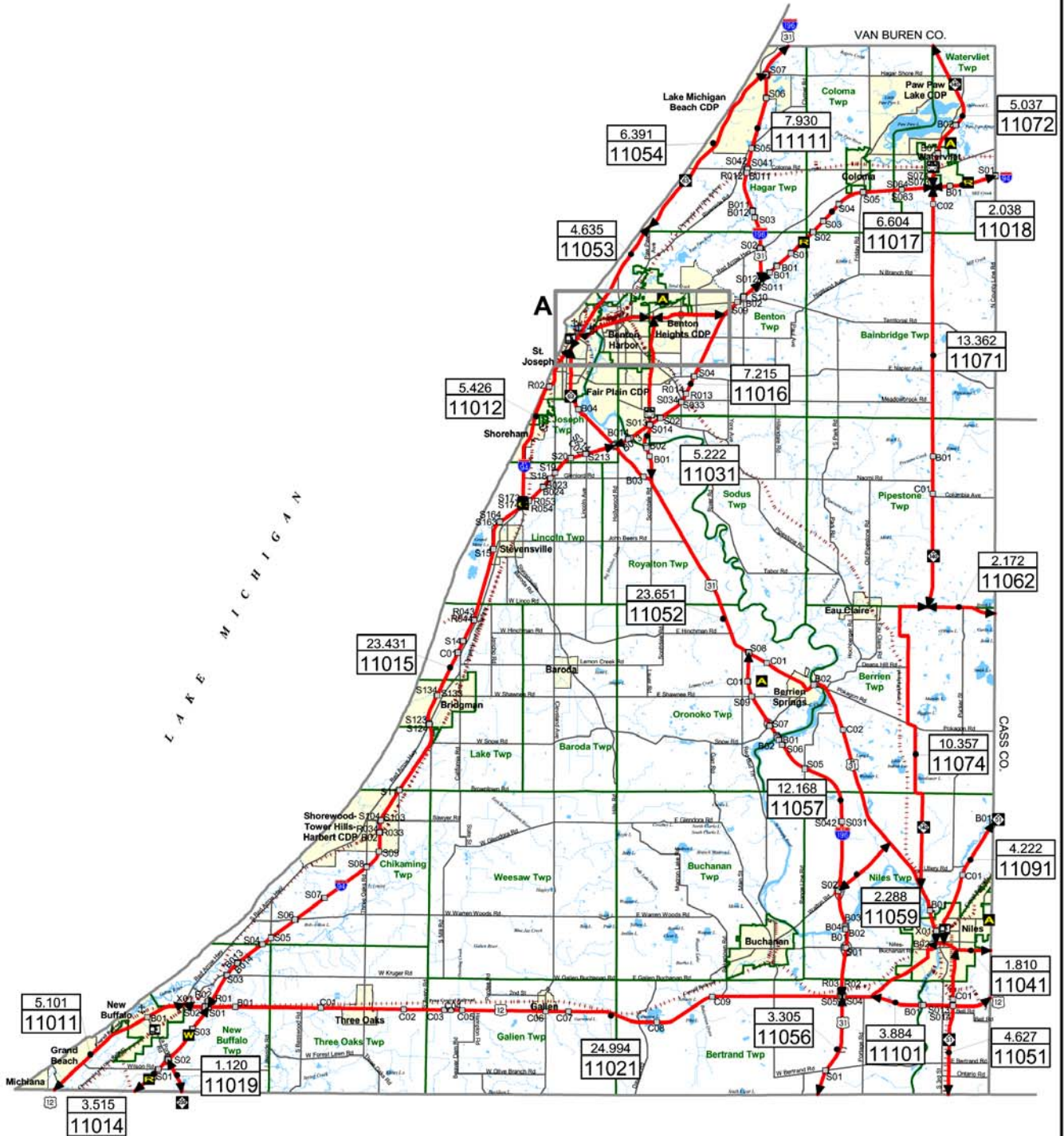


# CASS COUNTY CONTROL SECTION MAP

**Main Page**

### Legend

Michigan Geographic Framework  
Version 1





# BERRIEN COUNTY CONTROL SECTION INSET MAP



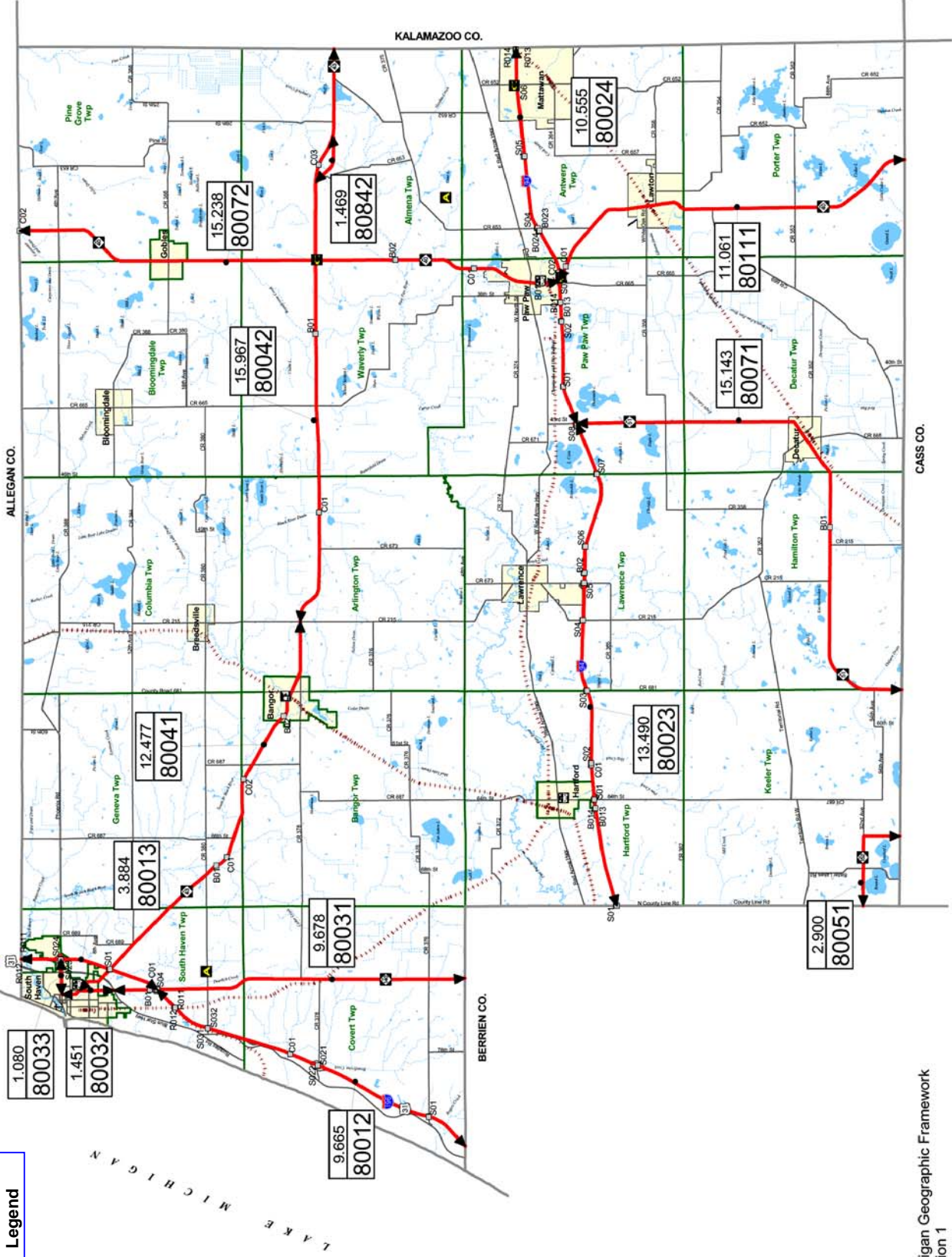
INSET A



# VAN BUREN COUNTY CONTROL SECTION MAP

[Main Page](#)

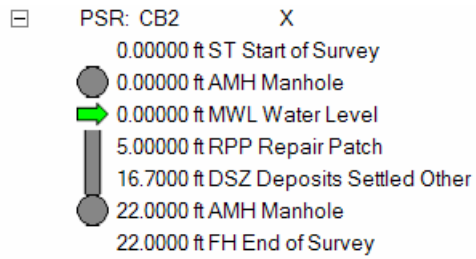
[Legend](#)



# ATTACHMENT B

## JN 104013

### Video Tab & Sub-Tab Example



**Michigan Department of Transportation**

**BID SHEET  
FOR  
SPECIALTY SERVICES**  
Storm Sewer Video Inspection and Cleaning  
JN 104013

ITEMS OF WORK	QUANTITY	UNIT	UNIT PRICE	TOTAL
Video Taping	97800	Foot		
Pipe Cleaning	14600	Foot		
Obstruction Removal	20	Hours		

**All entries made on this page shall be handwritten in ink.**

Total Bid: \_\_\_\_\_

Consultant Name: \_\_\_\_\_

Consultant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check "UNIT PRICE" column for omissions before entering bid total.